

ROUTING AND TRANSMITTAL SLIP

Date

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. <i>EO/DOA</i>	<i>[Signature]</i>	17 DEC 1982
2. <i>ADDA</i>	<i>[Signature]</i>	20 DEC 1982
3. <i>DDA</i>	<i>[Signature]</i>	20 DEC 1982
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
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Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS



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EXECUTIVE SECRETARIAT
Routing Slip

TO:

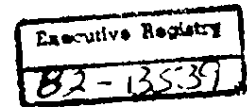
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6	DDA		✓		
7	DDO				
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9	Gen/NIC				
10	GC				
11	IG				
12	Compt				
13	D/EEG				
14	D/Pers		✓		
15	D/OEA				
16	C/PAD/OEA				
17	SA/IA				
18	AD/DCI				
19	C/IPD/OIS				
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SUSPENSE _____ Date: _____

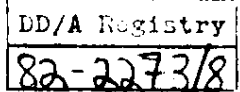
Remarks:

EXECUTIVE SECRETARIAT
12/17/82
Date

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CABINET COUNCIL ON MANAGEMENT AND ADMINISTRATION



Meeting #4
December 1, 1982, 11:00 a.m.
Roosevelt Room

MINUTES

1-4

Attendees: Messrs. Meese, Schweiker, Carmen, Devine, Carlucci, Fiske, Davis, Wright, Harper, Fuller, Bledsoe, Cribb, Cicconi, Holmer, Steinberg, Caveney, Bellis, Ms. Dunlop, Ms. Risque, and Ms. Beebe

1. Reform 88 Update (CM #312)

Mr. Wright distributed a report on the accomplishments of the Reform 88 project and summarized its contents. Project results include: 1) identified initiatives to reduce costs by \$13.7 million in FY 83; 2) set up an online communication system linking the White House and Cabinet members; 3) took steps to reduce central management agency regulations; and 4) compiled an inventory of management systems and planned systems improvements in departments and agencies.

Recent changes in the project structure include establishment of a Reform 88 Steering Committee of Assistant Secretaries for Management and Inspectors General, and appointment of Charles Bingman as director of the Reform 88 Project Office in OMB.

In response to Secretary Schweiker's concern about recommendations to decentralize departmental management, Mr. Wright said that the key concept was compatibility, and Mr. Meese suggested that the optimum approach was to centralize standards and control and to decentralize operations. Mr. Meese said that the assignment of full-time equivalent (FTE) work year controls to agency heads was an important move away from micro-management by OMB, and indicated that it should be discussed with the President and full Cabinet. Mr. Devine urged that the classification system be included in the project's review of management and administrative systems, to which the Council agreed.

2. Supply System Management - Furniture ✓

Mr. Meese cited an article in the Washington Post which reported that Federal furniture purchases rose dramatically in FY 82 after a Carter administration moratorium was lifted. He stressed that, as the Administration reduces the number of personnel outside the Defense Department, the furniture, equipment, and supplies associated with that personnel should be reclaimed and reissued.

Mr. Carmen distributed a paper describing GSA's office furniture purchases for its own use. With respect to the purchase of furniture throughout the Executive Branch, he said that the demand for furniture during the moratorium was simply held back,

it did not disappear; that the Defense Department accounts for much of the increase; and that GSA plans to return to the Council with a major agenda item in this area.

3. Federal Non-Defense Employment (CM #307)

Mr. Devine presented a status report on the goal of reducing federal non-defense employment by 75,000 by the end of FY 84. He reported that employment levels for FY 82 were better than the Administration's target due to several special circumstances. However, the FY 83 target and FY 84 goal would not be met under current agency requests. He reviewed a table showing agency-by-agency progress.

Mr. Harper emphasized the need to focus on a few of the most important numbers, because they are invariably misreported in press accounts. Mr. Meese said that the President has authorized increases in just two areas: tax collection and law enforcement. Mr. Wright said that the latest budget passbacks to agencies had succeeded in bringing agency requests back in line with the FY 84 goal. The Council concluded its discussion by agreeing that a summary version of this data should be presented to the President.

4. Federal Managers Financial Integrity Act (CM #314) /

Mr. Wright distributed and briefly reviewed a paper on this subject. He asked the Council for guidance on how to communicate to department and agency heads the importance of this initiative and their personal responsibility for it. Mr. Meese asked Mr. Fuller to schedule the topic for a Cabinet meeting and for a meeting with non-Cabinet agencies.

5. Civil Service Centennial (CM #329)

Mr. Devine solicited department and agency support for OPM plans to commemorate the Centennial of the U.S. civil service, and pointed out that a memorandum and proclamation had been drafted for the President. Mr. Meese asked Mr. Fuller to put these on the agenda for the President.

6. President's Private Sector Survey on Cost Control (CM #313)

Mr. Fuller reported on a briefing that he and Mr. Meese received the day before from Peter Grace, Chairman of the President's Private Sector Survey on Cost Control (PPSSCC). Of 36 task forces, 10 are still collecting information in departments and agencies, 17 have finished their working drafts, and the remainder are in the process of writing and editing their reports. PPSSCC recommendations will be logged and tracked by the Office of Cabinet Affairs, then sent to the Office of Policy Development, the Office of Management and Budget, and affected departments and agencies for comment. Mr. Meese reported that he was impressed with the work that he saw, and that the recommendations seemed realistic and dealt with tangible savings.